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Board of Trustees

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12-8-2006

# December 8, 2006 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
December 8, 2006**

Chairperson Kay Reynolds called the meeting to order at 1:15 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Swearing-in of New Board Member**

Ms. Reynolds said the first order of business would be the swearing-in of SSU's new Board member, Mr. David Lodwick. Ms. Reynolds administered the oath of office to Mr. Lodwick and presented him with a Shawnee State University lapel pin. Ms. Reynolds said many tasks are involved in being a member of the Board but it is a very rewarding experience. Ms. Reynolds welcomed Mr. Lodwick to the SSU Board and a round of applause followed.

**Roll Call**

Members Present: Ms. Reynolds, Chair, Dr. Ball, Mr. Harcha, Ms. Laugle, Mr. Lodwick, Mr. McCoy, Mr. Mooney, Ms. Seif, Mr. Warren and Mr. Campbell

Members Absent: Mr. McKinley

**Approval of the December 8, 2006 Agenda**

Mr. Harcha moved and Ms. Seif seconded a motion to approve the December 8, 2006 agenda. Without discussion, the Board unanimously approved said agenda.

**Approval of the October 13, 2006 Board Meeting Minutes**

Dr. Ball moved and Mr. Mooney seconded a motion to approve the October 13, 2006 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**President's Report**

Dr. Morris extended her thanks to everyone for their telephone calls, cards and support during the past several weeks following her hospitalization and convalescence.

Dr. Morris summarized the written report that she submitted to the Board and is made a part of these minutes. As part of the report, Dr. Morris said Dr. David Todt had prepared a white paper regarding the University's strategic plan. Mr. Mooney commented that a lot of work went into the preparation of this report and thanked Dr. Todt for his efforts. Dr. Morris asked the Board if there were any questions regarding the white paper and there being none, thanked Dr. Todt for the report.

## **Committee Reports**

### **Academic Affairs Committee – Mr. Jim Warren**

Mr. Warren reported on behalf of the Academic and Student Affairs Committee and said the committee had one action item.

Mr. Warren said the Academic and Student Affairs Committee recommended approval of Resolution ASA18-06, Honoring the Fall Sports Teams and Individual Athletes. He stated that these honors speak highly of the University because they are not only for the student's athletic ability but their academic ability. Mr. Warren stated the following students were being recognized:

#### **NAIA All-Scholar Athlete:**

Star Emmert (Women's Cross Country)  
Trisha Krueger (Women's Cross Country)  
Carly Cameron (Volleyball)  
Kelly Hatas (Women's Soccer)  
Beth Eichelberger (Women's Soccer)  
Sarah Koehler (Women's Soccer)

#### **American Mideast Conference All-Scholar Athlete**

Star Emmert (Women's Cross Country)  
Carly Cameron (Volleyball)  
Beth Eichelberger (Women's Soccer)  
Kelly Hatas (Women's Soccer)  
Trisha Krueger (Women's Cross Country)  
Sarah Koehler (Women's Soccer)

#### **2<sup>nd</sup> Team American Mid-East Conference**

Star Emmert (Women's Cross Country)  
Lisa Davies (Women's Cross Country)  
Larry Gardner (Men's Cross Country)  
Scott LeMaster (Men's Cross Country)  
Gonzalo Perez-Beck (Men's Soccer)  
Sarah Koehler (Women's Soccer)

#### **Honorable Mention American Mid-East Conference**

Becca Day (Volleyball)  
Elizabeth Eby (Volleyball)  
Amanda Potts (Women's Soccer)  
Samantha Rolsen (Women's Soccer)  
Blake Shelton (Men's Soccer)  
Jonathan Venters (Men's Soccer)

Mr. Warren moved and Mr. Harcha seconded a motion to approve Resolution ASA18-06, Honoring the Fall Sports Teams and Individual Athletes.

Ayes: Dr. Ball, Mr. Harcha, Mr. Lodwick, Mr. McCoy, Mr. Mooney, Ms. Reynolds, Ms. Seif, Mr. Warren

Nays: None

Mr. Warren reported on the Academic and Student Affairs Committee informational items.

Mr. Warren reported that upon the recommendation of the Faculty Affairs and Development Committee and in accordance with Board Policy 2.04, Dr. Morris approved sabbatical requests for:

Dr. Frank Byrne, Professor, Department of English and Humanities, for winter and spring quarters 2007, to complete research on linguistics originating in French colonial period and interaction with colleagues in France and other western European countries; and

Dr. Julia Coll, Professor, Department of English and Humanities, for winter and spring quarters 2007, to complete a project on multilingualism and third language acquisition.

Mr. Warren stated that sabbaticals are only given every seven years to complete major projects and speaks highly of the staff members to whom they are granted.

Mr. Warren reported that the recommendation to increase fees for special courses and labs would be presented in the form of a resolution through the Finance and Facilities Committee.

Mr. Warren reported that Mr. Steve Gregory, Director of Career Planning and Placement, reported on the first Health Care Career Expo. Mr. Warren said that the career expo was held in the fall because 80-85 percent of our students already had jobs in the spring when the career expo had been held. He stated that over 100 students participated in the career fair.

Mr. Warren said the personnel appointments would be addressed by the Finance and Facilities Committee.

#### **Finance and Facilities – Mr. Jack McCoy**

Mr. McCoy began his report with the first information item, a review of the draft Audit Report presented by Mr. Dennis Obyc and Mr. Jeff Zaye representing the audit firm of Crowe Chizek and Company LLC. Mr. McCoy noted that there was a delay in certifying of audits statewide and SSU's report was completed but not yet certified. The preliminary draft was included with the Board packets and the Finance and Facilities Committee accepted the report.

Mr. McCoy then reported on the Finance and Facilities action items.

Mr. McCoy said the Finance and Facilities Committee recommended approval to set Summer 2007 semester tuition and fees, Resolution F31-06. Mr. Harcha moved and Mr. Mooney seconded a motion to approve Resolution F31-06, Summer Tuition Rate.

Ayes: Dr. Ball, Mr. Harcha, Mr. Lodwick, Mr. McCoy, Mr. Mooney, Ms. Reynolds, Ms. Seif, Mr. Warren

Nays: None

Mr. McCoy said the Finance and Facilities Committee recommended approval of Resolution F32-06, Lab Fees. He said this resolution modifies lab fees to reflect the change to semesters, and addresses shortfalls in funding. Mr. Mooney said these fees had not been changed since 2002. Ms. Reynolds said Dr. Field and Dr. Todt had done extensive research on this modification. Dr. Ball moved and Mr. Warren seconded a motion to approve Resolution F32-06.

Ayes: Dr. Ball, Mr. Harcha, Mr. Lodwick, Mr. McCoy, Mr. Mooney, Ms. Reynolds, Ms. Seif, Mr. Warren

Nays: None

Mr. McCoy said the Finance and Facilities Committee recommended approval of Resolution F33-06, Authorizing Declarations of Official Intent under Federal Tax Regulations with Respect to Reimbursements from Tax-Exempt Obligations of Temporary Advances. Mr. McCoy said approval of this resolution permits the University to book pre-construction expenses against future construction bonds, should the project and funding be approved by the Board. Mr. Mooney moved and Dr. Ball seconded a motion to approve Resolution F33-06.

Ayes: Dr. Ball, Mr. Harcha, Mr. Lodwick, Mr. McCoy, Mr. Mooney, Ms. Reynolds, Ms. Seif, Mr. Warren

Nays: None

Mr. McCoy said the Finance and Facilities Committee recommended approval of Resolution F34-06, Grant Proposal. Mr. McCoy said this Enabling and Nurturing Activity Based Learning (ENABL) Grant in the amount of \$200,000 will help improve teacher quality in the instruction of math in grades 5-12 by gaining a better understanding of the content standards through activity based lessons that directly address math content standards. The grant will serve teachers in southeast Ohio, specifically Ross, Pike, Scioto, Adams, Highland and Lawrence Counties. Mr. Harcha moved and Dr. Ball seconded a motion to approve Resolution F34-06.

Ayes: Dr. Ball, Mr. Harcha, Mr. Lodwick, Mr. McCoy, Mr. Mooney, Ms. Reynolds, Ms. Seif, Mr. Warren

Nays: None

Mr. McCoy said the Finance and Facilities Committee recommended approval of Resolution F35-06, Shawnee State University Development Foundation Member Appointments. Mr. McCoy said these appointments were for returning and new board members. He said Mr. Scott Schmidt and Mr. Will Burke were being appointed for their second three-year term and Ms. Debbie Esham, Mr. Bob Smith and Mr. Brian Noble were being appointed to new three year terms. Ms. Seif moved and Dr. Ball seconded a motion to approve Resolution F35-06.

Ayes: Dr. Ball, Mr. Harcha, Mr. Lodwick, Mr. McCoy, Mr. Mooney, Ms. Reynolds, Ms. Seif, Mr. Warren

Nays: None

Mr. McCoy reported on the additional Finance and Facilities Committee informational items.

Mr. McCoy said the Personnel Items were summarized in the attached listing for personnel action taken between October 1, 2006 and November 30, 2006.

Mr. McCoy said the capital status report reflects current information on each capital project. Mr. McCoy said the Health Science building is complete and all other projects were on schedule.

Mr. McCoy said that Mr. Donohue reviewed the general fund revenues and expenditures pace report, fiscal year to date through October 2005 and 2006.

#### **Reports, if any, from Board Liaisons with other Organizations**

None.

#### **New Business**

Ms. Seif presented Resolution E08-06, Acknowledgment of Larry L. Mangus, Ed.D. on the Occasion of His Retirement. Ms. Seif said she had mixed emotions regarding Dr. Mangus' retirement. She said SSU was losing a very valuable employee but she wished him much success in his retirement. Ms. Seif moved and Mr. Harcha seconded a motion to approve Resolution E08-06.

Ayes: Dr. Ball, Mr. Harcha, Mr. Lodwick, Mr. McCoy, Mr. Mooney, Ms. Reynolds, Ms. Seif, Mr. Warren

Nays: None

Ms. Reynolds presented Dr. Mangus with a plaque to honor his retirement. Dr. Mangus thanked Ms. Reynolds and the other members of the Board and said it had been a pleasure to serve the students at Shawnee State for the past 11-1/2 years. He said SSU is a special place and as long as we remember that we will serve our students well. Ms. Laugle requested it be included in the minutes that Dr. Mangus was instrumental in the founding and continued growth of the University's Phi Eta Sigma chapter. A round of applause followed.

**Comments from Constituent Groups (if any) and the Public**

None.

**Other Business**

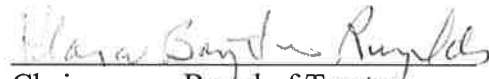
None.

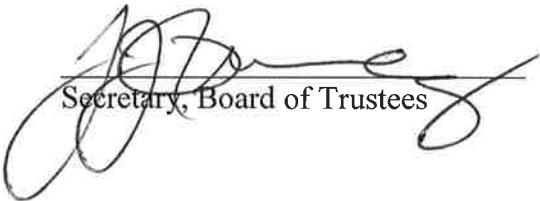
**Executive Session, if necessary**

None.

**Adjournment**

The meeting was adjourned by acclamation at 1:50 p.m.

  
Chairperson, Board of Trustees

  
Secretary, Board of Trustees

**President's Report to the  
Shawnee State University Board of Trustees  
December 8, 2006  
Rita Rice Morris, President**

**"Educate the Tri-State"**

This Monday, I joined other campus leaders in the region to sign the memorandum of understanding for "Educate the Tri-State." This new initiative represents an historic level of cooperation on the part of colleges and universities in Ohio, Kentucky and West Virginia to benefit the people of the region.


A new webpage has been created that includes information from all of our campuses. It gives a prospective student "one-stop shopping," for general information, tours, applications and financial aid, to name a few.

To dramatically demonstrate that Educate the Tri-State is not the product of any one state, we signed the agreement during a ceremony held on a barge on the Ohio River.

**Shawnee 4.0**

In November, Shawnee State University hosted its fourth annual interactive digital technology conference.

"Shawnee 4.0" brought together students, educators, researchers, business people, and investors from the Ohio Valley region, and beyond. They discussed developments in the industry and the prospects for high-tech businesses and careers in our area. It is not an exaggeration to say Shawnee 4.0 put the spotlight of the multi-billion dollar gaming industry directly on the Ohio Valley. We are working to build a 21<sup>st</sup> century economy here, and high-tech industry leaders who participated in the conference are excited to be a part of our efforts.

  
Certified as True and Correct  
Secretary, SSU Board of Trustees      Date 12/11/06



# Colleges sign agreement

*Universities hope to 'Educate the Tri-State'*

By KIRSTEN STANLEY  
THE IRONTON TRIBUNE

BELLEFONTE, Ky. — Leaders from seven colleges and universities are hoping to get more locals striving to get degrees, even if it's not at their respective schools.

A new Web site featuring a consortium of schools from Ohio, Kentucky and West Virginia dubbed "Educate the Tri-State" was unveiled Monday during a luncheon at the Bellefonte Country Club.

Leaders representing each of the schools boarded a barge on the Ohio River in Ashland, Ky., afterward to have a ceremonial signing of a memorandum of understanding in support of the endeavor.

The consortium of schools includes: Ohio University, Ohio University Southern, Shawnee State



University, Ashland Community and Technical College, Marshall University, Morehead State University and Rio Grande Community College.

The Educate the Tri-State Web site allows prospective students, parents of students, guidance counselors and others to look online at higher educational opportunities available in the Tri-State region. The site also provides links to informa-

PLEASE SEE "Colleges," Page 3

## Colleges

*Continued from Page 1*

tion on programs, classes and requirements from each of the seven institutions.

Currently, there are more than 1,200 college programs available in the area. Information on each is now available on the new Web site.

Nita Rice Morris, SSU president, said the new Web site represents "a historic level of coopera-

tion" among the schools in the three states. She said it offers perspective students a "one-stop shopping" opportunity when it comes to finding what higher education path they need to take.

Morris said the Web site gives those who may not have access to the schools a chance to explore their options.

Morris said she would, of course, love to see more students come to

SSU, but she hopes the Web site will increase the number of students at all of the schools involved in the consortium.

Roderick McDavis, president of Ohio University, agreed saying he hopes the Web site will "lift every institution that's involved to new heights."

He said the schools in the area need to do whatever they can to ensure that all who want a col-

lege education can get one.

"We need to be socially responsible. This (Web site) will open the doors of opportunity to so many people. It gives them greater access," McDavis said.

By providing a college education, the schools are helping to produce citizens that can compete in a "global, fast-paced economy."

Dan Evans, dean of

Ohio University Southern, said he thinks the Web site is just the beginning of a number of fruitful endeavors for the schools. Currently, the group is looking at the allied health needs of the region, Evans said, and then will look at ways to address those needs.

For more information about the Educate the Tri-State, log on to the Web site at [www.educatethe tristate.com](http://www.educatethe tristate.com).

Certified as True and Correct

*[Signature]*  
Secretary, SSU Board of Trustees

12/5/06  
Date

**RESOLUTION ASA 18-06**  
**HONORING THE FALL SPORTS TEAMS AND INDIVIDUAL ATHLETES**

WHEREAS, the Women's and Men's Cross Country teams had two women and two men runners qualify for the NAIA National meet; and

WHEREAS, six outstanding students were named NAIA All Scholar Athletes, six students were named American Midwest Conference All-Scholar Athletes, six athletes were named 2<sup>nd</sup> Team American Mid-East Conference, and six athletes were named Honorable Mention American Mid-East Conference;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees grants special recognition to these teams and their coaches for their outstanding accomplishments and commend the individuals as listed below:

**NAIA All-Scholar Athlete:**

Star Emmert (Women's Cross Country)  
Trisha Krueger (Women's Cross Country)  
Carly Cameron (Volleyball)  
Kelly Hatas (Women's Soccer)  
Beth Eichelberger (Women's Soccer)  
Sarah Koehler (Women's Soccer)

**American Midwest Conference All-Scholar Athlete**

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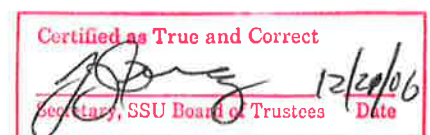
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**Honorable Mention American Mid-East Conference**

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Amanda Potts (Women's Soccer)  
Samantha Rolsen (Women's Soccer)  
Blake Shelton (Men's Soccer)  
Jonathan Venters (Men's Soccer)

December 8, 2006



## **RESOLUTION F31-06**

### **APPROVAL OF RECOMMENDED SUMMER TUITION AND FEES INCREASES**

WHEREAS, Shawnee State University set tuition and fees for the 2007 academic year by Resolution F11-06; and

WHEREAS, Shawnee State University will transition to semesters beginning Summer 2007; and

WHEREAS, the fee structure needs to be adjusted to the semester term; and

WHEREAS, the proposed fee charges as listed on the accompanying schedule are recommended to the Board of Trustees by the Finance and Facilities Committee;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the accompanying tuition and fees effective beginning summer semester 2007.

(December 8, 2006)



# SHAWNEE STATE UNIVERSITY

|  | Approved fee<br>Beginning<br>Fall quarter,<br>2005 | Fee<br>Beginning<br>Fall quarter,<br>2006 | Semesters<br>Translation |
|--|--|---|--------------------------|
| TUITION (QUARTERLY)  |  |   |                          |
| Students who have taken for credit courses at SSU prior to summer quarter, 2002              |  |   |                          |
| Full-time (12-18 hours)  |  |   |                          |
| Instructional  | \$1,506.00   | \$1,602.00                                | \$2,403.00               |
| General  | \$183.00   | \$189.00                                  | \$283.50                 |
| Out-of-State, District*  | \$498.00   | \$528.00                                  | \$792.00                 |
| Out-of State*  | \$1,296.00   | \$1,380.00                                | \$2,070.00               |
| Technology fee   | \$21.00  | \$21.00                                   | \$31.50                  |
| Total in-state, full-time, per quarter   | \$1,710.00   | \$1,812.00                                | \$2,718.00               |
| Part-time (per credit hour up to 11 and<br>above 18)   |  |   |                          |
| Instructional  | \$125.50   | \$133.50                                  | \$200.25                 |
| General  | \$15.25  | \$15.75                                   | \$23.63                  |
| Out-of-State, District*  | \$41.50  | \$44.00                                   | \$66.00                  |
| Out-of State*  | \$108.00   | \$115.00                                  | \$172.50                 |
| Technology fee   | \$1.75   | \$1.75                                    | \$2.63                   |
| Total in-state, per credit   | \$142.50   | \$151.00                                  | \$226.50                 |
| Students who have begun taking for credit courses at SSU summer quarter, 2002 or thereafter. |  |   |                          |
| Full-time (12-18 hours)  |  |   |                          |
| Instructional  | \$1,632.00   | \$1,734.00                                | \$2,601.00               |
| General  | \$183.00   | \$189.00                                  | \$283.50                 |
| Out-of-State, District*  | \$498.00   | \$528.00                                  | \$792.00                 |
| Out-of State*  | \$1,296.00   | \$1,380.00                                | \$2,070.00               |
| Technology fee   | \$21.00  | \$21.00                                   | \$31.50                  |
| Total in-state, full-time, per quarter   | \$1,836.00   | \$1,944.00                                | \$2,916.00               |
| Part-time (per credit hour up to 11 and<br>above 18)   |  |   |                          |
| Instructional  | \$136.00   | \$144.50                                  | \$216.75                 |
| General  | \$15.25  | \$15.75                                   | \$23.63                  |
| Out-of-State, District*  | \$41.50  | \$44.00                                   | \$66.00                  |
| Out-of State*  | \$108.00   | \$115.00                                  | \$172.50                 |
| Technology fee   | \$1.75   | \$1.75                                    | \$2.63                   |
| Total in-state, per credit   | \$153.00   | \$162.00                                  | \$243.00                 |

Certified as True and Correct  
  
 Secretary, SSU Board of Trustees Date 12/1/06

|   | Approved fee<br>Beginning<br>Fall quarter,<br>2005 | Fee<br>Beginning<br>Fall quarter,<br>2006 | Semesters<br>Translation |
|---|--|---|--------------------------|
| <b>MISCELLANEOUS STUDENT FEES</b>                             |  |   |                          |
| Health Sciences application fee                               | \$25.00  | \$25.00                                   | \$25.00                  |
| Quarter:  |  |   |                          |
| Late payment installment plan not selected                    | \$130.00   | \$140.00                                  |                          |
| Late payments on installment plan (maximum \$140.00/quarter)  |  |   |                          |
| Late first payment  | \$45.00  | \$60.00                                   |                          |
| Late second payment   | \$30.00  | \$40.00                                   |                          |
| Late third payment  | \$30.00  | \$40.00                                   |                          |
| Semester:   |  |   |                          |
| Late payment installment plan not selected                    |  | \$255.00                                  | \$255.00                 |
| Late payments on installment plan (maximum \$255.00/semester) |  |   |                          |
| Late first payment  |  | \$75.00                                   | \$75.00                  |
| Late second payment   |  | \$60.00                                   | \$60.00                  |
| Late third payment  |  | \$60.00                                   | \$60.00                  |
| Late fourth payment   |  | \$60.00                                   | \$60.00                  |
| Transcript  | \$5.00   | \$6.00                                    | \$6.00                   |
| Graduation  | \$46.00  | \$50.00                                   | \$50.00                  |
| Graduation, re-application fee                                | \$6.00   | \$10.00                                   | \$10.00                  |
| Credit by exam  | \$130.00   | \$130.00                                  | \$130.00                 |
| Credit by arrangement tuition (per hr.)                       | \$130.00   | \$138.00                                  | \$207.00                 |
| Credit by arrangement admin. fee (per hr.)                    | \$65.00  | \$70.00                                   | \$105.00                 |
| Budget payment plan fee                                       | \$10.00  | \$10.00                                   | \$10.00                  |
| Bad check fee   | \$40.00  | \$45.00                                   | \$45.00                  |
| Education field fee   | \$185.00   | \$196.00                                  | \$196.00                 |
| ID Card replacement fee                                       | \$6.00   | \$10.00                                   | \$10.00                  |
| Parking tag replacement fee                                   | \$25.00  | \$25.00                                   | \$25.00                  |
| International student application fee                         | \$60.00  | \$65.00                                   | \$65.00                  |
| Private music lessons   | \$105.00   | \$110.00                                  | \$110.00                 |

\*As long as reciprocal agreement(s) are executed between higher education institutions in Kentu and Shawnee State University (SSU), and their respective State Officials, citizens of the identify that are included in the reciprocal agreement(s) will not be charged the additional out-of-state di: tuition identified above consistent with these agreement(s).  
Effective for students taking for credit courses at SSU beginning Fall term, 2002 or thereafter, ci are to be charged the out-of-state tuition rate.

The two tier tuition rate structure will remain in existence through spring quarter 2007.  
After that time, only the highest new tuition rate structure will apply for all students regardless of first entered SSU.

Certified as True and Correct  
  
 Secretary, SSU Board of Trustees  
 12/21/06  
 Date



## RESOLUTION F32-06

### LAB FEES

WHEREAS, the Associate Provost and Director of Institutional Planning consulted closely with department chairs and deans to develop a lab fee structure linked to the instructional supplies, equipment, and other ancillary expenses of academic programs; and

WHEREAS, course lab fees have been held constant since fall quarter 2002; and

WHEREAS, there is a need to respond to inflation and increasing non-instructional costs; and

WHEREAS, the academic calendar change from quarters to semesters requires adjustments in lab fees; and

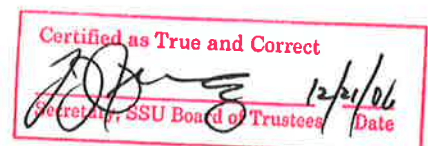
WHEREAS, the funding made available from the Board of Regents to support laboratory equipment purchases has declined approximately 30% since 2002;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the per semester credit lab fee and course fee schedule accompanying this resolution beginning summer semester, 2007; and

BE IT FURTHER RESOLVED that these fees will be applied only to courses that have as justification a special course or lab status and receive approval to apply these fees to particular courses by the Provost; and

BE IT FINALLY RESOLVED that the Provost will undertake a biennial review of all lab fees and report on the impact of these fees on students and course offerings and make recommendations as to the level and application of these fees.

(December 8, 2006)




**LAB FEES**  
**EFFECTIVE SUMMER SEMESTER 2007**

The proposed special course/lab fees per credit hour under the semester calendar for departments and programs are in the table below.

| Department    | Semester Lab/Course Fee   |
|---------------|---------------------------|
|               | Proposed by Provost/Deans |
| ARTS-Tier 3   | \$25.00                   |
| DTHY          | \$25.00                   |
| ENGT          | \$22.00                   |
| EMTP          | \$20.00                   |
| MLTC          | \$20.00                   |
| NURS          | \$20.00                   |
| OTAT          | \$20.00                   |
| RDLT          | \$20.00                   |
| RPTT          | \$20.00                   |
| NSCI          | \$16.00                   |
| ARTS-Tier 2   | \$15.00                   |
| EDUC          | \$15.00                   |
| PTAT          | \$15.00                   |
| SSSM          | \$15.00                   |
| BUSI          | \$10.00                   |
| SSCI          | \$10.00                   |
| ARTS-Tier 1   | \$7.00                    |
| MATH          | \$5.00                    |
| SSSM-activity | \$5.00                    |
| HUMA          | \$3.00                    |

(December 8, 2006)

Certified as True and Correct  
 12/21/06  
 Secretary, SSU Board of Trustees Date

**SHAWNEE STATE UNIVERSITY  
SPECIAL COURSE/LAB FEE REPORT AND RATIONALE  
SEMESTER CONVERSION**

**Presented by Dr. David Todt, Associate Provost/Director of Institutional Planning**

The transition to semesters at Shawnee State University has resulted in a reexamination of lab fees. Each department provided detailed information about their use of lab fees and projected needs. The individual department information was synthesized into this proposal.

**Proposed Semester Special Course/Lab Fee Amounts**

The fees for special course and laboratory expenses at Shawnee State University require revision because of the transition to a semester calendar but also because of changes in budgeting (elimination of the special carry-forward in the Provost's Office) and continuing decreases in state funding for instructional equipment. These two funding decreases occur at a time when the demands for technology used in instructional delivery and labs are increasing. A simple conversion of lab fees from the quarter to semester calendar could have been accomplished by multiplying each quarter departmental fee by 1.5. In a few cases that approach might be adequate, but most departments would be left with inadequate funds to support lab equipment, instructional technology, clinical costs, and other special course costs.

The proposed special course/lab fees per credit hour under the semester calendar for departments and programs are in the table below.

| Department    | Semester Lab/Course Fee   |
|---------------|---------------------------|
|               | Proposed by Provost/Deans |
| ARTS-Tier 3   | \$25.00                   |
| DTHY          | \$25.00                   |
| ENGT          | \$22.00                   |
| EMTP          | \$20.00                   |
| MLTC          | \$20.00                   |
| NURS          | \$20.00                   |
| OTAT          | \$20.00                   |
| RDLT          | \$20.00                   |
| RPTT          | \$20.00                   |
| NSCI          | \$16.00                   |
| ARTS-Tier 2   | \$15.00                   |
| EDUC          | \$15.00                   |
| PTAT          | \$15.00                   |
| SSSM          | \$15.00                   |
| BUSI          | \$10.00                   |
| SSCI          | \$10.00                   |
| ARTS-Tier 1   | \$7.00                    |
| MATH          | \$5.00                    |
| SSSM-activity | \$5.00                    |
| HUMA          | \$3.00                    |

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These proposed fees are based upon an analysis of technology plans submitted by departments. An analysis with copies of departmental technology costs and plans is available upon request.

These special fees will be applied only to courses that have as justification a special course or lab status. In some programs, that may include the majority of the courses offered by a program. In other programs the number of courses with the special course/lab fee constitute a small percentage of the courses offered by a department. The decision to apply special fees to particular courses must be approved by the Provost.

### **Authorized Uses of Special Course/Lab Fees**

The special course and lab fees are necessary to support expenses that go beyond normal classroom instruction. This includes expenses such as:

1. special equipment needed in a lab or classroom for specific courses,
2. service contracts and repair for specialized equipment,
3. materials, software, and supplies for a lab or classroom that is used for a course or laboratory section,
4. travel by faculty and staff to field and clinical locations,
5. communication with field and clinical locations regarding contracts and student placement,
6. stipends to field-based faculty (as in Teacher Education),
7. student employees in lab settings,
8. renovation, remodeling, and/or upgrades to laboratory space,
9. specialized Library resources (i.e. access to an expensive database that is not widely used or available through OhioLink), and
10. other expenses that are clearly beyond normal course costs and are approved by the Dean and Provost.

The preceding examples are not intended to replace other sources of funding currently available. For instance, each department has an annual Library allocation for books and periodicals that will continue; large renovation and remodeling projects are part of the capital budget process and could not be paid for by special course/lab fees; and some departments use student employee funds in their regular budget to staff labs.

Normally, special course/lab fees should be spent in the year collected. The instructional benefit should go directly to the students who paid the extra fee. Exceptions to this rule are the cases where a department requires several years of planning and "savings" to purchase a large piece of equipment or replace items such as microscopes or specialized computers. Such larger purchases may justify deferred expenditures but should be part of a departmental plan that has been approved by the Dean.

In the discussion resulting in the development of this report, several expenses that might be viewed as special course/lab fee items were excluded because they should be part of a department's operating budget. These include:

1. salary of full or part-time Shawnee State University employees who might have a title such as Lab Director, Lab Coordinator, Field Experience Coordinator.
2. benefits for full or part-time employees, and
3. other budget items (phone line, desk computer, office supplies, etc.) associated with status as a full or part-time SSU employee. Expenditure items for such employees that are required for a lab or special course are appropriate for special course/lab fees.

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In addition, replacement of basic computers and equipment in "UTAC" labs are not a special course/lab fee responsibility.

### **Cross Department Use of Space**

One problem associated with lab fees is the issue of other departments using a classroom or lab where the technology and other equipment costs are paid by a "home" department. The Kricker Business computer/lecture classrooms, for example, are used by other departments. Currently, the Business Department must pay the costs of paper, replacing toner cartridges and putting a new lamp in a digital projector, even though students from other programs are receiving the benefit of the computer lab/classroom. The Success Center and Library also suffer from the use of materials and supplies that would normally be associated with courses or lab experiences, but are difficult to trace back to a specific course, program, or department. A campus-wide solution such as a swipe card system for using lab, classroom and other computers and printers is being explored and may resolve such problems in the future.

The more immediate solution proposed here is to handle the repayment for materials and supplies at the Deans level. Each Dean will hold 10% of each department's/program's special course/lab fees for College wide expenses, including reimbursement of the other college or Success Center. Note: this is a decrease from the 25% currently held by the CPS Dean for Allied Health programs. This solution will require tracking of expenses when a department uses another department's lab or classroom. At the end of the year the two Deans and other appropriate individuals will meet to reconcile expenses and complete a budget transfer to pay for any differences in expenditures.

The 10% set aside has the added benefit of providing the Deans with funds to support programs that encounter unusually high expenses such as an unanticipated equipment replacement or repair. In addition, the Dean's Special Course/Lab funds could be used to start a lab or cover special expenses associated with the development of a new program or degree.

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Secretary, SSU Board of Trustees Date 12/21/06

## RESOLUTION F33-06

### AUTHORIZING DECLARATIONS OF OFFICIAL INTENT UNDER FEDERAL TAX REGULATIONS WITH RESPECT TO REIMBURSEMENTS FROM TAX-EXEMPT OBLIGATIONS OF TEMPORARY ADVANCES

WHEREAS, United States Treasury Regulations §1.150-2 (the "Reimbursement Regulations") prescribe conditions under which proceeds of tax-exempt bonds, notes or other obligations ("Bonds") used to reimburse advances made for certain expenditures paid before the issuance of Bonds will be deemed to be expended (or properly allocated to expenditures) for purposes of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, certain provisions of the Reimbursement Regulations require that there be a Declaration of Official Intent not later than 60 days following payment of the expense expected to be reimbursed from proceeds of Bonds, and that the reimbursement occur within certain prescribed time periods after an expense is paid or after the property resulting from that expenditure is placed in service; and

WHEREAS, this Board wishes to take steps to comply with the Reimbursement Regulations;

NOW, THEREFORE, be it resolved by the Board of Trustees of the Shawnee State University (the "University") as follows:


Section 1.     Definitions. The following definitions apply to the terms used herein:

"Authorized Officer" means the President or a Vice President of the University or the Director of Facilities of the University.

"Declaration of Official Intent" means a declaration of intent, in the form, manner and time contemplated in the Reimbursement Regulations, that the advances for expenditures referred to therein are reasonably expected to be reimbursed from the proceeds of Bonds to be issued after those expenditures are paid.

"Reimbursement" or "reimburse" means the restoration to the University of money temporarily advanced from its own funds and spent before the issuance of the Bonds, evidenced in writing by an allocation on the books and records of the University that shows the use of the proceeds of the Bonds to restore the money advanced for the expenditures. "Reimbursement" or "reimburse" generally does not include the refunding or retiring of Bonds previously issued and sold to, or borrowings from, unrelated entities.

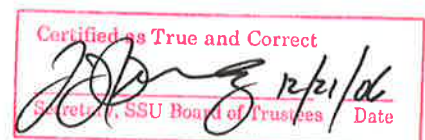
Section 2.     Authorization and Requirement of Declarations of Official Intent. Each Authorized Officer is authorized to prepare and sign Declarations of Official Intent in substantially

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Secretary, SSU Board of Trustees     12/21/06  
Date

the form attached hereto with respect to original expenditures to which the Reimbursement Regulations apply, to be made from money temporarily advanced and that is reasonably expected to be reimbursed (in accordance with applicable authorizations, policies and practices) from the proceeds of Bonds, to make appropriate reimbursement and timely allocations from the proceeds of the Bonds to reimburse such original expenditures, and to take any other actions as may be appropriate, all at the times and in the manner required under the Reimbursement Regulations in order for the reimbursement to be treated as an expenditure of such proceeds for purposes of Section 103 and Sections 141 to 150 of the Code. No advance from any fund or account or order for payment may be made for original expenditures (other than expenditures excepted from such requirement under the Reimbursement Regulations) that are to be reimbursed subsequently from proceeds of Bonds unless a Declaration of Official Intent with respect thereto is made within the time required by the Reimbursement Regulations.

Section 3. Open Meeting. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were taken in meetings open to the public, in full compliance with applicable legal requirements including Section 121.22 of the Revised Code.

(December 8, 2006)



**Attachment to Resolution F33-06**

**DECLARATION OF OFFICIAL INTENT**

**For Reimbursement of Expenditures from Bonds/Notes**

This is a Declaration of Official Intent under U.S. Treasury Regulations for purposes of Sections 103 and 141 to 150 of the Internal Revenue Code of 1986, as amended (the "Code").

1. The undersigned, on behalf of Shawnee State University (the "Issuer") declares that the Issuer reasonably expects that the capital and other expenditures described in paragraph 2 (the "Project") will be reimbursed with the proceeds of "bonds" (as defined in Section 150 of the Code). The maximum principal amount of bonds expected to be issued for the Project is \$14,000,000.
2. Description of capital and other expenditures to be reimbursed.

Expenditures for University Center Expansion:

The undersigned has been authorized by the Issuer to make and sign this Declaration on behalf of the Issuer.

Date of Declaration:

SHAWNEE STATE UNIVERSITY

\_\_\_\_\_, 200\_\_

By \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**NOTE:** This Declaration of Official Intent will not be effective unless the bonds providing moneys for the reimbursement are issued and the reimbursement for the Project described above is made (by an allocation on the books and records identifying the expenditures as in paragraph 2 above) within the applicable period prescribed in the Treasury Regulations – generally, 18 months after the later of the date of the expenditure or the date the Project is placed in service, but in no event later than three years after the date of the expenditure.

Certified as True and Correct  
*[Signature]* 12/21/06  
Secretary, SSU Board of Trustees Date

## **RESOLUTION F34-06**

### **ENABLING AND NUTURING ACTIVITY BASED LEARNING (ENABL) GRANT**

WHEREAS, the grant summarized on the attached has been reviewed by the appropriate University committees and/or individuals, and is recommended for renewal;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the submission of the Enabling and Nurturing Activity Based Learning (ENABL) Grant proposal.

(December 8, 2006)





## Grant Proposal Summary

**TITLE:** Enabling and Nurturing Activity Based Learning (ENABL)

**GRANTING AGENCY:** Ohio Board of Regents

**PRINCIPAL INVESTIGATOR:** Krista Maxson and Ginny Hamilton

**PERCENTAGE OF P.I. TIME DEVOTED TO GRANT:** 15%

**PURPOSE:** The purpose of this grant is to improve teacher quality in the instruction of mathematics in grades 5-12. Teachers will gain a better understanding of the content standards through activity based lessons that directly address the mathematics content standards. Teachers will also be given instruction on how to teach reading comprehension as it relates to mathematics to help improve student's performance on short answer to extended response problems. Teachers will also be introduced to intervention strategies to address the needs of inclusion students.

**CLIENTELE TO BE SERVED:** Teachers in southeast Ohio will participate in a week long summer institute followed by a four follow up sessions during the academic year. Specific counties that will be targeted are Ross, Pike, Scioto, Adams, Highland and Lawrence.

**RELATIONSHIP TO SSU MISSION:** This proposal is very much related to the mission of SSU in that its aim is to improve the education of mathematics in the communities that are served by SSU.


**OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT:** The Southeast Ohio Center for Excellence in Math and Science (SEOCEMS) along with several Education Service Centers (ESC).

**BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:** ENABL will be a year-long professional development program including an intensive 1- week summer institute with an additional four follow up sessions to take place during the school year.

**FUNDING PERIOD:** January 19, 2007 to May 31, 2008.

**BUDGET:** \$200,000

| <u>Fund Source Ohio Board of Regents</u> |  | <u>Year One</u>  | <u>Total, all years</u> |
|--|--|------------------|-------------------------|
| Grant                                    | Improving Teacher Quality State Grants Program |                  |                         |
|  | Direct Costs                                   | \$184,000        |                         |
|  | Indirect Costs                                 | \$16,000         |                         |
| Other                                    |  | none             |                         |
| University-In Kind                       |  | Not required     |                         |
| University Match                         |  | Not required     |                         |
| <b>TOTAL</b>                             |  | <b>\$200,000</b> |                         |

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Secretary, SSU Board of Trustees  
Date 12/21/06

## **RESOLUTION F35-06**

### **SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION MEMBER APPOINTMENTS**

WHEREAS, as the sole member of the Shawnee State University Development Foundation, the Board of Trustees of Shawnee State University ratify Foundation policies and members; and

WHEREAS, the Shawnee State University Development Foundation approved the nomination of returning and new board members at their October 31, 2006 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the appointment of the following members to the Development Foundation Board for the term expiring 12/31/2009:

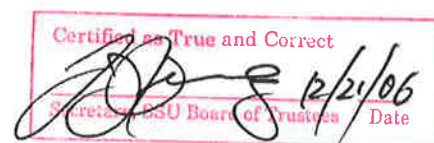
2<sup>nd</sup> Three-year Term:

Scott Schmidt  
Will Burke

1<sup>st</sup> Three-year Term:

Debbie Esham  
Bob Smith  
Brian Noble

(December 8, 2006)





**PERSONNEL INFORMATION ITEMS**  
**December 2006 BOT MEETING**  
**Changes processed from September 29 to November 22, 2006**  
(Developed from information received in the HR Department through November 22, 2006)

**ACADEMIC AFFAIRS DIVISION**

***Appointment - Administrative***

*Rita S. Haider*, part-time Project Coordinator for the Center for International Programs and Activities (CIPA), beginning November 1, 2006 at a fiscal-year salary of \$20,000. Ms. Haider possesses a Master of Science in Nursing from Marshall University, a Bachelor of Science in Nursing from Ohio University, and an Associate Degree in Nursing from Shawnee State University.

***Change of Status - Administrative***

*Donald Thomas*, Administrative Chair of Respiratory Therapy, change of status to full-service Associate Professor/Interim Program Leader in the Department of Respiratory Therapy, effective November 25, 2006, at a pro-rated academic salary of \$52,195. Mr. Thomas will continue to perform administrative duties for the Department of Respiratory Therapy until a new Program Leader is identified.

***Retirement - Administrative***

*Dr. Martha Rader*, Dean of the College of Professional Studies, retirement effective December 31, 2006.

***Interim Appointment - Administrative***

*Dr. James Kadel*, Interim Dean of the College of Professional Studies, beginning January 1, 2006 through June 30, 2006 (may be extended by mutual consent or upon appointment of a new dean whichever occurs first) as approved by the President at a pro-rated salary of \$49,000 (\$98,000 annualized). Dr. Kadel served as the former Dean of the College of Professional Studies/Health Sciences at Shawnee State from 1981-1995.

**BUSINESS AFFAIRS DIVISION**

None.

**OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION**

None.

**PRESIDENT'S OFFICE**

None.

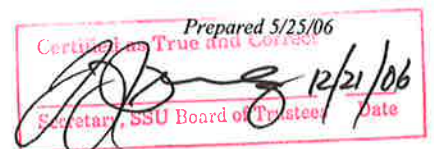
**STUDENT AFFAIRS DIVISION**

***Appointment - Administrative***

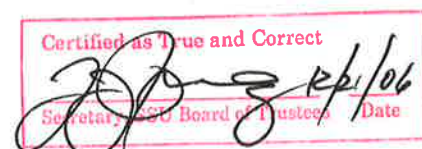
*Ryan D. Boggs*, full-time Athletic Trainer in the Athletic Department, beginning November 13, 2006 at a fiscal-year salary of \$32,000. Mr. Boggs possesses a Bachelor of Science in Sports Studies with a concentration in Athletic Training from Shawnee State University and is a Certified Athletic Trainer in the state of Ohio.

***Appointment - Administrative***

Per Policy 5.16 Part-time administrative appointments and changes in status for administrative and faculty positions are reported to the Board of Trustees.



**Linda Koenig-Brown**, Administrative 10-month full-time Counselor for the Department of Counseling and Psychological Services, beginning December 4, 2006 at a fiscal-year salary of \$37,200. Ms. Brown possesses a Master of Education in Community and Agency Counseling from Ohio University and a Bachelor of Arts in Psychology and Criminal Justice from Wilmington College.



ACKNOWLEDGMENT OF LARRY L. MANGUS, Ed.D.  
ON THE OCCASION OF HIS RETIREMENT  
Resolution E08-06

WHEREAS, the Shawnee State University Board of Trustees seeks to recognize the outstanding service of Dr. Larry L. Mangus, Vice President for Student Affairs; and

WHEREAS, Dr. Mangus came to Shawnee State in 1996 with substantial experience in student services from his work at a number of institutions of higher education; and

WHEREAS, Dr. Mangus has provided distinguished leadership in a period of great transition for the university, during which time enrollment increased substantially and the number of student residences grew to 15 buildings for over 600 students; and

WHEREAS, Dr. Mangus served as a model advocate for students in meeting their academic, residential, social, and emotional needs; and

WHEREAS, Dr. Mangus contributed to the academic life of Shawnee State University, inspiring an appreciation for American history through the classes he taught and his annual tours of Civil War battlefields; and

WHEREAS, athletics at Shawnee State University has benefited greatly from Dr. Mangus' leadership, notably the development of a successful cross-country team, which Dr. Mangus personally coached; and

WHEREAS, Dr. Mangus, oversaw the growth of the semi-annual Bear Run into one of the most popular activities on campus and a high profile event in the community; and

WHEREAS, the Shawnee State University Board of Trustees finds the service of Dr. Mangus as Vice President for Student Affairs to be extraordinarily meritorious.

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees offers their most heart-felt appreciation to Dr. Larry L. Mangus on the occasion of his retirement.

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Rita Rice Morris  
President

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Klara Boynton Reynolds, Chair  
Shawnee State University Board of Trustees

(December 8, 2006)



**Institutional Planning White Paper**  
Shawnee State University  
Fall 2006

Planning at Shawnee State University includes a wide variety of activity that happens at the individual, department, unit, and institutional levels. Planning has been and is an integral part of the institutions growth and development over the last two decades. Planning at Shawnee has been linked to the institution's mission and goals. In the fall of 2004, an Office of Institutional Planning was created to coordinate and promote planning activity at Shawnee State.

Higher education planning is often divided into three areas: academic planning; fiscal and resources planning; and campus and facilities planning. At Shawnee State University these three areas of planning have often operated independently. Currently, two institution-wide committees have responsibility for these three areas of planning. The Budget, Academic Quality Improvement and Planning Committee (BAQIP) oversees the strategic plan, coordinates participation in the AQIP accreditation process of the Higher Learning Commission of the North Central Association, and reviews the annual budget. The Facilities Committee provides campus-wide input on facilities issues including planning.

Academic planning includes the long range efforts of proposing, developing, and implementing new programs. A recent survey of academic department enrollment management goals led to the conclusion that Shawnee will need a number of new academic programs in order to meet the enrollment goal of 5300 students. Academic planning also occurs in a shorter time frame with the development of the academic schedule for each term, the staffing of classes, the annual budgeting process, hiring and evaluation of faculty members, and other activities such as grants, assessment and research.

Fiscal and resources planning includes the annual budgeting process, long-term financing of capital projects, and the requirements for record keeping, monitoring and auditing. An important aspect of the budget planning process is the understanding of major revenue and expenditure categories, including planning for fund raising by the Shawnee Development Foundation. The allocation of fiscal and other resources to various departments and programs should be based on measures of success and potential for success.

Campus and facilities planning includes long range efforts such as the current Master Plan process. Shorter term facilities' planning includes maintenance, repair, and renovation planning. Campus facilities must support the mission and programs of Shawnee State and assure that adequate space is available for classrooms, offices and auxiliary activity. Much of the planning around campus and facilities is not visible since it involves infrastructure for utilities, technology, meeting regulatory codes.



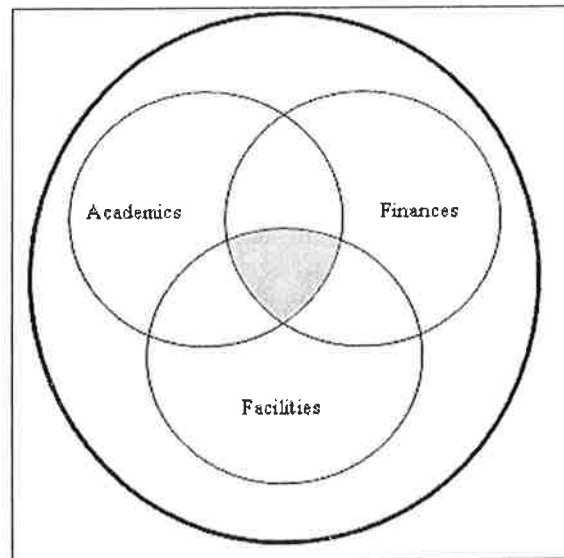
As an AQIP campus, planning takes on a significant role in the accreditation process. Shawnee is expected to be actively involved in planning and continuous improvement activity. AQIP has nine categories which each member institution must address annually. Category eight is titled "Planning for Continuous Improvement" and addresses the following issues:

Category Eight examines the planning processes and how strategies and action plans are helping achieve the mission and vision of the university. It examines processes and systems related to:

- Institutional vision
- Planning
- Strategies and action plans
- Coordination and alignment of strategies and action plans
- Measures and performance projections
- Resource needs
- Faculty, staff, and administrator capabilities
- Measures
- Analysis of performance projections and results
- Improvement efforts

When addressing Category Eight, the three domains of higher education planning must be integrated to successfully meet AQIP's expectation. The Society of College and University Planners uses the following diagram to illustrate the integration of planning at a university.

The integration of academic, financial and facilities planning is a challenge at any institution, but it also presents a significant opportunity at Shawnee State. The BAQIP Committee is refreshing Shawnee's Strategic Plan this year. Focusing the strategic planning activity on the areas where the three planning circles intersect, yellow in the diagram, will help Shawnee reach its goals of enrollment growth, improved quality of academic programs and student services, and enhanced community partnerships. For instance, growth to 5300 students has been identified as a goal for Shawnee State. Planning for facilities to accommodate the larger number of students, planning for academic programs to attract more students, and financial planning to maximize financial aid resources can all work together to achieve the enrollment goal.



Effective planning is essential and critical for successful universities in today's competitive and resources constrained environment. Shawnee State University recognizes the importance of planning and is making planning processes central to the way we operate.

Certified as True and Correct  
*[Signature]* 12/21/06  
Secretary, SSU Board of Trustees Date